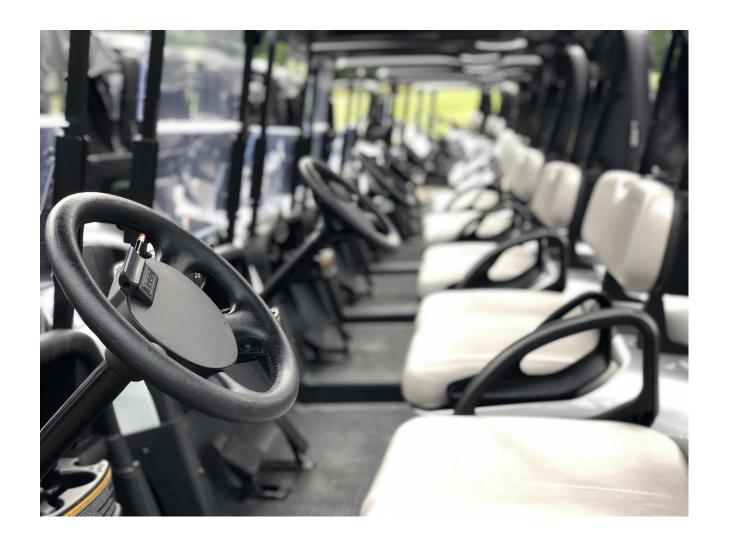
BEACH SHOPS

DRIVER CERTIFICATION PROCESS

Your step-by-step guide on initiating the process when managers wish to have their employee(s) certified to drive company carts, vans and/or their personal vehicle for business purposes and all the steps thereafter.



INITIATING THE DRIVER CERTIFICATION PROCESS FOR EMPLOYEES

STEP 1

Driver Safety and Vehicle Use Policy

Review all forms in the package with employee

STEP 2

MANAGERS CHECKLIST

Fill forms entirely and gather appropriate documents

STEP 3

EMPLOYEE CHECKLIST

Fill forms entirely and provide manager with appropriate documents

STEP 4

VISIT BEACH SHOPS
HR OFFICE

Double-check all forms/documents and drop off package



REVIEW ENTIRE PACKET

It is important that manager and employee review entire package together and that employee reads all information, regulation and stipulations before filling or signing paperwork.

BEACH SHOPS

Forty-Niner Shops Inc. California State University, Long Beach Policy Number: 100.06 Corporate Revision Date: 7 15 2022

Forty-Niner Shops, Inc.

Policy Number: 100.06 Corporate Revision Date: 7.15.2022

Driver Safety and Vehicle Use Policy

able of Contents
Purpose
Policy Statement
Departments Affected
Definitions
Regulations
Appendices
Form
Campus Building Directory and Traffic Map
Authorized Driver Request Form
DMV Authorization Form
Driver Safety and Vehicle Use Acknowledgement
Authorization to Use Privately Owned Vehicles for Company Business
Authorized Driver Removal/Revocation Form
Authorized Driver Reinstatement Form

Purpose

The purpose of this policy is to provide Beach Shops employees with guidelines regarding the use of Beach Shops company vehicles and non-company owned vehicles in the performance of their duties.

Policy Statement

Company vehicles may be used by Beach Shops employees for business-related purposes, subject to the guidelines set forth by this policy. These guidelines are intended to ensure compliance with all Beach Shops policies and regulations, as well as to ensure the safety of our employees

Departments Affected

This policy applies to all Beach Shops employees.

Definitions

. Authorized driver - A Beach Shops employee who has been authorized to drive a company owned and/or operated vehicle. An authorized driver has met the eligibility requirements which includes a current California driver license on file, DMV pull program clearance, completion of driver safety training.

- . Company vehicle Any vehicle that is owned and/or operated by Beach Shops. Company vehicles may include electric carts, cargo passenger vans, flatbed truck, forklift, and rental
- . DMV Pull Program DMV sponsored program that provides a driver's license clearance and background check into an individual's California DMV records.
- Personal vehicle Any vehicle that is owned and/or operated by an individual, for personal use Employees using personal vehicles for company business must comply with the training requirements to operate company vehicles.

All personal vehicles used for company business must carry a valid insurance card stating the minimum liability requirements. A copy of this card must be provided as proof of insurance prior to the use of said vehicle

Regulations

1.0.1 Valid California Driver License

All drivers of Beach Shops vehicles must be 18 years or older and hold a valid California driver license. Once an employee has been identified as a potential driver, the department manager must submit a request to Human Resources.

DMV Pull Program Clearance

For the safety of our employees, all individuals who have been identified as potential drivers will be required to participate in the DMV Pull Program. Once Human Resources is notified of the driver request, the new driver will be contacted to complete a DMV Authorization Form and must provide a copy of their valid California driver license. This is to authorize Beach Shops to review their personal records, driver's license validity, and any activity on record, per the eligibility criteria below. Please note that Beach Shops reserves the right to deny, suspend and/or revoke driving privileges based on the initial or subsequent review of the motor vehicle record for any employee requesting driving

Employees driving on auxiliary organization business will have no more than 3 (three) VIOLATION POINTS in a 12 (twelve) month period or no more than 5 (five) points in an 18 (eighteen) month period. Employees or volunteers accumulating 4 (four) VIOLATION POINTS within an 18 (eighteen) month period will be excluded from the automobile liability coverage within the AORMA LIABILITY COVERAGE PROGRAM. These provisions apply regardless of whether or not the driving that resulted in acquiring the VIOLATION POINTS was or was not in the course of employment.

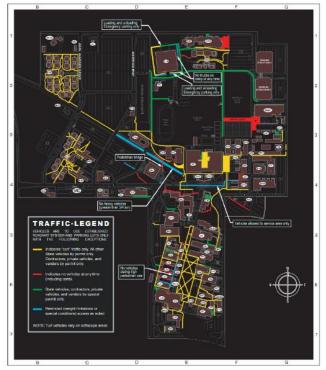
Anyone with the following violations within the last three years on their motor vehicle record will become ineligible to drive a Beach Shops vehicle:

- Driving under the influence
- Negligent homicide

Forty-Niner Shops, Inc. California State University, Long Beach Policy Number: 100.06 Corporate Revision Date: 7.15.2022

CALIFORNIA STATE UNIVERSITY, LONG BEACH

TRAFFIC MAP



Page 1 of 20

Page 2 of 20

INITIATING REQUEST



Manager fills **all** required fields in the **Authorized Driver Request Form**



Request a copy of employee's valid driver's license



Request a copy of employee's auto insurance with their name listed

Only applicable if "Personal Vehicle" access is requested



Forty-Niner Shops, Inc. California State University, Long Beach Policy Number: 100.06 Corporate Revision Date: 7.15.2022

Driver Access To:

□ Company Carts

Authorized Driver Request Form

Manager Instructions

This is a formal notification to Human Resources to begin the necessary steps to authorize a new driver for the Beach Shops. Please complete this request for any employee who will be required to drive a vehicle on behalf of the Shops. This includes any employee who will need authorization to drive their personal vehicle or company vehicles (i.e., carts, vans, forklifts) while on official company business.

The following must be attached: 1. DMV Authorization form, 2. Safety and Vehicle Use Acknowledgment form, and 3. Copy of Driver License.

Additional items needed for Personal Vehicle Access: 1. Authorization to Use Privately Owned Vehicle Form and 2. Copy of private vehicle insurance.

Section 1: New Authorized Driver Information

Employee Name:

Human Resources will follow up with new driver to complete the required training. When process is complete, the manager and employee will receive a formal notice that the employee is cleared and authorized to drive on behalf of the Beach Shops.

Department Name and #: Position/Title:		☐ Company Van
		☐ Personal Vehicle ☐ Company Forklift
Reason Driver Access is Needed:		
tion 2: Manager Authorization		
☐ Employee was given Driver Safe	ety and Vehicle Use Packet	
☐ All necessary forms are attached	ed to this request	
Manager Name:	Signature:	Date:
	For Human Resources Only	
<u>Forms</u>		
□ DMV Authorization		cle Access Only:
☐ Safety and Vehicle Use Acknowled	dgment ☐ Authorizati	on to Use Privately Owned Vehicle
☐ Copy of Driver License	☐ Copy of priv	vate vehicle insurance
DMV Authorization	Online Training Completed	Authorized to Drive
Entered A-Check	Carts	HR Initials
MVR Received	Van	Date
	Defensive Driving	Recert Date
	Forklift	Recert Date

Page 9 of 20

INITIATING REQUEST (CONT.)



DMV PULL PROGRAM

Employee signs

DMV Authorization

Form (Section 1

only)

California State University, Long Beach

Policy Number: 100.06 Corporate Revision Date: 7.15.2022

DMV Authorization Form

EMPLOYER PULL NOTICE PROGRAM



A Public Service Agency	AUTHORIZATION FOR	
SECTION 1 — DRIVE	ER INFORMATION	
l,	, California Driver License Number, California Department of Motor Vehicles (DMV) to disclose or otherwise make	e available, my drivin
record, to my employe		
at least once every to	employer may enroll me in the Employer Pull Notice (EPN) program to receive welve (12) months or when any subsequent conviction, failure to appear, ac on, or any other action is taken against my driving privilege during my employm	cident, driver's licens
(CVC) §1808.1(k). Lur	capacity that requires mandatory enrollment in the EPN program pursuant to C inderstand that enrollment in the EPN program is in an effort to promote driver sa released to my employer to determine my eligibility as a licensed driver for my	afety, and that my driv
EXECUTED AT: CITY	COUNTY	STATE
DATE	SIGNATURE OF EMPLOYEE	
DATE	SIGNATURE OF EMPLOYEE X	
SECTION 2 — AUTH	X IORIZED REPRESENTATIVE CERTIFICATION	
SECTION 2 — AUTH	X	
I, Author of this company, that is a requesting driver record is to be used by purpose. I understand and false representation	X IORIZED REPRESENTATIVE CERTIFICATION	y knowledge and that by said individual. The sed to verify information be used for any unlawf jury (Penal Code §11 and dollars (\$5,000) tand and acknowledge
I, Author of this company, that is a requesting driver record is to be used by purpose. I understand and false representation	IX IORIZED REPRESENTATIVE CERTIFICATION of common was or penalty of perjury under the laws in the State of California, that I am an auth the information entered on this document is true and correct, to the best of mrecord information on the above individual to verify the information as provided with employer in the normal course of business and as a legitimate business ne sistion not mandated pursuant to CVC § 1808. 1. The information received will not but all 1 have provided false information, I may be subject to prosecution for per ion (CVC § 1808.45). These are punishable by a fine not exceeding five thous country jain not exceeding one year, or both fine and imprisonment. I unders	y knowledge and that by said individual. The sed to verify information be used for any unlawf jury (<i>Penal Code</i> §11: and dollars (\$5,000) tand acknowledge

PLEASE RETAIN AT THE EMPLOYER'S PRINCIPAL PLACE OF BUSINESS AND MAKE AVAILABLE UPON REQUEST TO DMV STAFF.

DO NOT RETURN THIS FORM TO DMV.

Page 11 of 20



Employee signs

Driver Safety and

Vehicle Use

Acknowledgement

California State University, Long Beach

Policy Number: 100.06 Corporate Revision Date: 7 15 2023

Driver Safety and Vehicle Use Acknowledgement

I. Driving Risks and Responsibilities

Driving safely on and around campus is essential. With the increased congestion in both vehicular and pedestrian traffic, safety and caution are absolutely critical. Your ability to drive on campus should be treated with respect and as a privilege, please don't do anything that might jeopardize this for yourself. When driving on campus, whether in a vehicle or cart, please follow these guidelines as well as the established access and

- Avoid driving on inner campus during class breaks (ten minutes to the hour). Only access campus
- · Never exceed posted speed limits, or the speed appropriate for the conditions, and use discretion when a slower speed may be more appropriate due to congestion.
- areas where frequent crossing occurs: REMEMBER, the pedestrian always has the right of way.
- . Drive defensively, watching for people who may be talking on their phones, or eating, while crossing
- Always park vehicle(s) as not to block traffic crosswalks, disabled access, building entrances, fire
- Vehicles access in the areas prohibited, as specified on the established access and routes map, shall be adhered to. Always use ramps to access and drive on approved sidewalks.
- · All vehicular traffic is prohibited on the elevated pedestrian walkway located between the Student Services/Administration building and the North Campus Library.
- · All vehicular traffic is prohibited on all brick surfaces, as specified on the established access and



Policy Number: 100.06 Corporate Revision Date: 7.15.2022

II. Driver and Passenger Safety Requirements

- 1. Driver must be always at least 18 years old and in possession of a valid U.S. driver's license when operating a vehicle as a Beach Shops employee.
- 2. Driver shall observe all rules and regulations for safe driving as defined by the State of California Motor Vehicles Department
- 3. Drinking, possession of intoxicating liquor, illegal drugs in vehicles, or driving while under the influence of alcohol or drugs is prohibited
- 4. Avoid use of a phone, eating while driving, or any other act that may be considered a distraction while driving
- 5. Avoid conditions that lead to loss of vehicle control (i.e., driving while sleepy or inattentive, or driving too fast for road conditions).
- 6 Drivers must adhere to all California DMV laws
- 7. In an event of an accident: all incidents must be reported on an accident report and must be submitted to your manager, the Human Resources office, and if necessary, local police,

Violation of any of these requirements may be cause for citation by campus police and/or disciplinary action up to and including termination of employment.

Employee Name:	Department:
Employee Signature:	Date:

Remove this page from packet for placement in employee's file and provide copy to employee.

WHAT IS NEEDED FOR PERSONAL VEHICLE

ACCESS?



Employee and manager fill *all* required fields in the "Privately Owned Vehicles" form



Copy of employee's auto insurance with their name listed

BEACH SHOPS

Forty-Niner Shops, Inc. California State University, Long Beach Policy Number: 100.06 Corporate Revision Date: 7.15.2022

Authorization to Use Privately Owned Vehicles for Company Business

Approval is required to use privately owned vehicles to conduct official Beach Shops business.

I hereby certify that, I am a minimum of 18 years of age, whenever I drive a privately owned vehicle on Beach Shops business, I will have a valid driver's license and proof of liability insurance in my possession. I will follow Beach Shops Driver Safety Policies, as well as all applicable laws, as required by the State of California.

Additionally, I will abide by the following:

- · All motorists must carry evidence of current automobile liability insurance in their vehicle
- The vehicle shall always be covered by liability insurance for the minimum amount prescribed by State Law:
 - o \$15,000 for personal injury to, or death of one person
 - o \$30,000 for injury to, death of, two or more persons in one accident
 - \$5,000 property damage
- · Vehicle will be equipped with safety belts in operating condition
- · All persons in the vehicle will wear safety belts
- · Vehicle will be adequate for the work to be performed
- . To the best of my knowledge, in safe mechanical condition as required by law.

I understand that the mileage rate I claim is full reimbursement for the cost of operating the privately owned vehicle.

I further certify that while using a private owned vehicle on official Beach Shops business, all accidents will be reported as soon as possible after the accident, not to exceed 24 hours, to my immediate supervisor and the Human Resources Department. I understand that the insurance policy covering the privately owned vehicle will respond to the accident; the Beach Shops will NOT provide primary insurance coverage.

I understand that permission to drive a privately owned vehicle on company business is a privilege which may be suspended or revoked at any time.

Authorized Driver Information		
Employee Name:		
Driver's License Number:	State:	Expiration Date:
Insurance Carrier & Policy Number:		Expiration Date:
Employee Signature:		Date:
Authorized Driver Information		
Director/Manager Signature:		Date:
HR Representative Signature:		Date:

Page 16 of 20



WHAT DO EMPLOYEES FILL & PROVIDE TO MANAGERS?



VALID DRIVER'S LICENSE

Unexpired and valid driver's license



SIGNED FORMS

Signed DMV
Authorization Form
(Section 1 only)
& Acknowledgement



PROOF OF INSURANCE

Unexpired and valid proof of insurance with employee's name listed



RECAP

WHAT DO MANAGERS FILL & PROVIDE TO HR?



Filled and signed

Authorized Driver

Request Form



Copy of Employee's Valid Driver's License



Copy of employee's auto insurance with their name listed



Signed DMV
Authorization Form
(Section 1 only)



Signed Driver Safety and Vehicle Use Acknowledgement

Only applicable if "Personal Vehicle" access is requested

DRIVER REMOVAL/REVOCATION & REINSTATEMENT PROCESS

STEP 1

HR will determine validity of removal or reinstatement

STEP 2

Appropriate forms and supporting document requests will be sent to manager to fulfill

BEACH SHOPS

Forty-Niner Shops, Inc. California State University, Long Beach Policy Number: 100.06 Corporate Revision Date: 7.15.2022

Authorized Driver Removal/Revocation Form

Removing an Authorized Driver Due to Changes in Job Duties

If an employee is no longer required to drive as a part of their job duties, driving privileges may be removed at the request of a manager or director.

Revoking an Authorized Driver Due to Changes in DMV Records

Driving privileges may be revoked or suspended when there are changes to an employee's driving record as provided by the California Department of Motor Vehicles.

Individuals who have been cited for unsafe driving on campus, or who are in violation of Beach Shops driver safety policies, will be ineligible to drive company or personal vehicles for company business. Disciplinary action may also be taken

Revocation of driving privileges may result from:

- . Driving under the influence . Negligent Homicide . Operating with an expired or suspended license
- Using a motor vehicle is the commission of a felony
 Aggravated assault with a motor vehicle
- . Operating a motor vehicle without the owner's consent . Permitting an unlicensed driver to operate a vehicle • Reckless and/or careless and/or negligent driving • Hit and Run or leaving the scene of an accident with injury or death or resulting in property damage in excess of \$1,000 • Exceeding the maximum amount of driver violation points within any 12-18 month period.

moval/Revocation of Authorized Driver

Employee Name:	Driver Access To:
	☐ Company Carts
Department Name and #:	☐ Company Van
Desiries /Tistes	☐ Personal Vehicle
Position/Title:	☐ Company Forklift
Reason Driver Access is No Longer Required/Eligible:	
☐ Change in Job Duties	
☐ Change in DMV Records	
Please specify:	
Employee Statement of Acknowledgment	P Ch
my own personal vehicle for company business.	nger authorized to drive a Beach Shops company vehicle o
Employee Signature:	Date:
Director/Manager Signature:	Date:

Page 18 of 20

SHOPS

BEACH Forty-Niner Shops, Inc. California State University, Long Beach Policy Number: 100 06 Corporate Revision Date: 7.15.2022

Authorized Driver Reinstatement Form

Employee Name:	Department #:
RE:	
	ncluding any evidence or documentation you may have h Shops is reinstating your privilege to drive the following:
☐ Company Carts	
□ Company Van	
□ Personal Vehicle	
□ Company Forklift	
As a contingency of reinstatement, you are n	equired to complete the following:
☐ Cart Training	
□ Van Training	
☐ Defensive Driving	
□ Forklift Training	
□ No Training Required	
agreements and contracts pertaining to you privileges are hereby placed back in effect.	nave received notice of your reinstatement and that all former ur driving privileges and in effect prior to the suspension of Any further violation of these policies will result in another ployment contingent on driving requirements may be subject
Employee Signature:	Date:
Director/Manager Signature:	Date:
HR Representative Signature:	Date:

REASONS FOR REMOVAL OR REVOCATION INCLUDE:

Individuals who have been cited for unsafe driving on campus, or who are in violation of the Beach Shops driver safety policies, will be ineligible to drive company or personal vehicles for company business. Disciplinary action may also be taken.



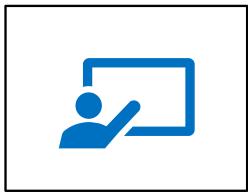
- Retraining employee
- Driving under the influence
- Negligent Homicide
- Operating with an expired or suspended license
- Using a motor vehicle is the commission of a felony
- Aggravated assault with a motor vehicle
- Operating a motor vehicle without the owner's consent
- Permitting an unlicensed driver to operate a vehicle
- Reckless and/or careless and/or negligent driving
- Hit and Run or leaving the scene of an accident with injury or death or resulting in property damage in excess of \$1,000
- Exceeding the maximum amount of driver violation points within any 12-18-month period

THE REAL FUN BEGINS

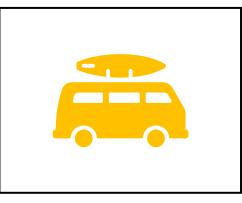
Once all paperwork is submitted and DMV clearance is provided, Beach Shops Human Resources contacts employee and assigns appropriate online trainings accompanied with quizzes to test their knowledge.











PACKAGE APPROVED

HR reviews paperwork. If packet is not submitted properly, manager gets notified.

DMV APPROVED

Driver report from DMV is reviewed and HR determines clearance to proceed.

TRAININGS ASSIGNED

Online trainings will be assigned via Succeed Management.

PASSED QUIZ

If employee passes quiz(es), HR reaches out to schedule next step.

If employee fails quiz(es), HR will resend training and one more attempt will be granted.

LIVE TRAINING

Employee meets HR representative for an in-person training.

YAY, YOU'RE CERTIFIED!

At the time of the in-person training, if employee demonstrated proper handling and safe driving, the HR representative will provide employee with a certification card that they must carry along with their driver's license any time that a company vehicle and/or personal vehicle is driven during work hours.

NOTE: Certification is valid for two years and must undergo re-certification process thereafter.



BEACH SHOPS

ALFREDO MACIAS

This certifies that this individual is part of the **Authorized Driver Program** and has attended the Beach Shops state required course in defensive driving and is certified to drive the following operating vehicle:

QUESTIONS/CONCERNS? CONTACT US, WE'RE HAPPY TO HELP.

BEACH SHOPS HUMAN RESOURCES OFFICE TRAINING & RISK MANAGEMENT

JOANNA PARADA

Joanna.Parada@csulb.edu

ELIANA DIAZ

Eliana.Diaz@csulb.edu